Instructions for loading the AutoCAD Release 14 version of APWA CAD Symbol Standards – May 15, 2001

Note: The first set of instructions (1 through 25) is only for loading the revised files and inserting the menu into your Release 14 menu. These steps only need to be done once, the settings will be retained in future AutoCAD sessions.

1. Copy the folder called "acad" into root directory of your C-drive (if you already have the APWA standards in an "acad" folder, this new folder and its subfolders will replace what you have been using).
2. Open AutoCAD Release 14
3. Go to "Tools" pulldown menu.
4. Select "Customize Menus…"
5. The Menu Customization Dialog Box will appear. It has a "Menu Groups" tab on the left side and a "Menu Bar" tab on the right
6. Click on the "Menu Groups" tab and press the "Browse" button
7. Under the "Files of type:" box, select "Menu Template (*.mnu)"
8. Navigate to the C:/acad/Apwa14 directory
9. Highlight the file called "apwa14.mnu" and press the "Open" button
10. Press the "Load" button
11. A warning box will appear asking if you want to "Continue loading MNU file?" answer by pressing the "Yes" button
12. A menu group called "Apwa" will appear in your Menu Groups box
13. Highlight the "Apwa" menu group and click on the "Menu Bar" tab
14. Under this tab, notice the "Menus:" list on the left, and the "Menu Bar:" list on the right
15. Highlight the "APWA_STANDARDS" menu in the "Menus:" (left) box
16. Highlight the "File" menu bar in the "Menu Bar:" (right) box
17. Press the "Insert>>" button
18. Highlight the "Scale" menu in the "Menus:" (left) box
19. Highlight the "File" menu bar in the "Menu Bar:" (right) box
20. Press the "Insert>>" button
21. Highlight the "APWA_SYMBOLS" menu in the "Menus:" (left) box
22. Highlight the "File" menu bar in the "Menu Bar:" (right) box
23. Press the "Insert>>" button
24. Press the "Close" button
25. The Release 14 APWA menus are now loaded

Before using the menu, perform the following steps (you will do this each time you open a drawing):
1. Go to the "APWA_STANDARDS" pulldown menu
2. Select "DRAWING SCALE"
3. The "Scale" pulldown menu will pop up with several options for the drawing scale you plan to use. Select one of the scale options (for instance 20 if your plans will be plotted at a scale of 1"=20')

4. All further use of the APWA menu is as described in the original documentation, with the exception of the "APWA_UTIL" pulldown menu, which has not been updated for Release 14. See Supplemental Notes below for limited use of APWA_UTIL.

Supplemental Notes:

A. The "APWA_STANDARDS" and "APWA_SYMBOLS" pulldown menus can be located anywhere along the pulldown menu bar. If you are familiar with using the Menu Customization feature, feel free to move these as desired.
B. The "Scale" pulldown menu (covered in step number 18 above) must always be located in the second position from the left side of the pulldown menu bar. You will need to make sure to keep it in this position if you move the other APWA pulldown menus (see note A above).
C. The "APWA LAYER" and "ICON SYMBOLS" menus under the "APWA_UTIL" have not been updated for use with Release 14, however the "LISP ROUTINES" and "NEW SCALE" menus do still work. If you wish to use these options, perform the following steps to load the APWA_UTIL features into the menu:

    1. Go to "Tools" pulldown menu.
    2. Select "Customize Menus…"
    3. Highlight the "Apwa" menu group and click on the "Menu Bar" tab
    4. Highlight the "APWA_UTIL" menu in the "Menus:" (left) box
    5. Highlight the any desired menu bar position in the "Menu Bar:" (right) box (making sure "Scale" mentioned in note B above remains in the second position)
    6. Press the "Insert>>" button
    7. Highlight the "New Scale" menu in the "Menus:" (left) box
    8. Highlight the third menu bar title from the top in the "Menu Bar:" (right) box.
    9. Press the "Insert>>" button. You should now see the words "Scale" and "New Scale" listed in the second and third titles respectively from the top in the "Menu Bar:" box. These two "Scale" menus must always remain in these positions on the menu bar.
    10. Press the "Close" button
    11. The APWA "LISP ROUTINES" and "NEW SCALE" menu features can be used as described in the original APWA documentation.

AutoCAD Menu - Release 14.0
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